

# VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376

REV(11/01)

Description of Position	TITLE OF POSITION: <u>Cook</u>	CLASSIFICATION CODE: <u>02141200</u>
	SALARY RANGE: <u>(312) 25914-28005 (Pro-rated 20 pp)</u>	REFERENCE POSITION NO.: <u>5550-40100-55</u>
	Department or Agency Name: <u>State Colleges</u>	APPLICATION PERIOD: <u>6/22/2004 - 6/29/2004</u>
	Division/Section/Unit: <u>Rhode Island College</u>	GRACE PERIOD ENDS: <u>7/2/2004</u>
	Assignment(s) / Comments: <u>Academic Year Position - 20 pay periods. 2nd Shift Days Off: Monday &amp; Tuesday</u>	
	Shift and Days: <u>Wed - Fri 12:00pm-7:30pm Sat/Sun 8:30am-6:30pm</u>	Job Location: <u>Donovan Dining Center</u>
	Restrictions/Limitations: <u>LATERAL APPLICANTS ONLY.</u>	LTPS to 11-13-2004
	Position Covered By Collective Bargaining Union Agreement: Yes <u>x</u> No <u>      </u>	
	Name of Bargaining Unit Union: <u>Council 94</u>	
	There is* <u>X</u> is not <u>  </u> a Civil Service List for this position	<b>See A/B or Both for Specific Instructions</b>
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>	
	To provide food preparation to College community; to participate in estimating food needs in advance and to requisition kinds and amount of food necessary to comply with menu requirements and to assist with food production report procedures; under direction of supervisor, oversee the receipt, storage, care and distribution of food supplies, when necessary; to prepare menu items, adhering to approved, standardized recipes and predetermined time schedule; to assist in the instruction and training of Cooks helpers in the proper preparation of food; to assist in maintaining the kitchen, storage rooms, service lines and related areas in an orderly, clean and sanitary condition; to prepare food ensuring that each item is in accordance with DDC quality standards regarding appearance/preparation, temperature and portion; and to do related work as required.	
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	Education: Such as may have been gained through: completion of eight school grades; and Experience: Such as may have been gained through: employment as a cook at the journeyman level engaged in the preparation of foods of all kinds in large quantities in a hospital, hotel or restaurant. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience. SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Rhode Island College Human Resources Office	Telephone #: <u>401-456-8443</u>
	600 Mt. Pleasant Avenue, Providence, RI 02908	Fax #: <u>401-456-8717</u>
	Attn: Fran Asels	TTY/TDD #: <u>401-456-8216</u>
		(Telecommunication Device for the Deaf)



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